Administration for Children and Families

Administration on Children, Youth and Families

Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)
HHS-2015-ACF-ACYF-AK-0984
Application Due Date: 05/05/2015

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Department of Health & Human Services
Administration for Children and Families

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Program Office:	Administration on Children, Youth and Families - Family and Youth Services Bureau
Funding Opportunity Title:	Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA)
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2015-ACF-ACYF-AK-0984
Primary CFDA Number:	93.092
Due Date for Applications:	**05/05/2015**

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission.* For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF), Family and Youth Services Bureau (FYSB) announces the availability of funds to local organizations and entities, including faith-based organizations or consortia, for the development and implementation of the Personal Responsibility Education Program (PREP) in **Florida, Indiana, North Dakota, Texas, Virginia, Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, and Palau** The purpose of this program is to support projects that educate youth between the ages of 10 and 19 years, and pregnant and parenting youth under age 21, on abstinence and contraception for the prevention of pregnancy, sexually transmitted infections (STIs), and HIV/AIDS. Funds will support the design, implementation, and sustainability of teen pregnancy prevention and adulthood preparation programs that replicate evidence-based, effective programs or substantially incorporate elements of effective programs. Projects are also required to incorporate at least three of six adulthood preparation subjects.

I. Program Description

Statutory Authority

The Personal Responsibility Education Program (PREP) is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713). Section 2953 of the Patient Protection and Affordable Care Act of 2010 (Pub. L. 111-148) established PREP and funded it for FY 2010 through 2014. Section 206 of the Protecting Access to Medicare Act of 2014 (Pub. L. 113-93) extended that funding through FY 2015.

Description

Background

OVERVIEW OF THE PREP PROGRAM

The PREP program is designed to educate adolescents on both abstinence and contraception and to prevent pregnancy and STIs, including HIV/AIDS. Projects must incorporate at least three of six adulthood preparation subjects: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills. PREP funding is directed toward the development of comprehensive, teen pregnancy prevention programs that incorporate medically accurate approaches, while replicating evidence-based programs or elements of programs that have been demonstrated to change behavior.

Promoting Healthy Transitions to Adulthood Through Positive Youth Development

FYSB is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly focused interventions and educational activities for that problem. The increasing body of research on risk and protective factors, however, has highlighted the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual activity.[1]

Moreover, at least two rigorous reviews of the evidence on teen pregnancy prevention programs indicate that particularly effective interventions are those that use multi-component youth development approaches serving high-risk populations.[2][3] This body of research indicates that programs need to address broader aspects of youths' social-emotional well-being in order to positively impact risky sexual behavior. In other words, PYD programs not only target early sexual activity, but they also target the risk and protective factors in young people's lives that are known to influence sexual activity.

Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families, in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing multiple opportunities, fostering positive relationships, and furnishing the support needed to build their skills, sense of mastery, and leadership strengths. Positive youth development programs promote a number of outcomes in youth, including social skills, emotional competence, positive relationships with peers and adults, and civic and school engagement. Typical elements of PYD program models include on-going structured activities that facilitate progressive skill-building, positive interactions between youth and peers as well as adults, and high levels of youth participation and engagement.

A PYD programming approach that works with vulnerable youth should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or exposure to violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACE), are common. The short- and long-term outcomes of these childhood exposures include a multitude of health and social problems, including early initiation of sexual activity and teen pregnancy.[4] These ACEs, in turn, have important implications for teen pregnancy.

For youth with experiences of trauma, this means that program planning should take into account underlying skills, competencies, and attitudes that improve basic functioning across a range of life domains. For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize a young person's risk of problematic behavior and increase his or her capacity to thrive.

OVERALL OBJECTIVES OF PREP PROGRAMS

The overall objectives of PREP programs are derived from Congressional language that defines programming. The objectives of all PREP programs are to:

1. design and implement programs to educate adolescents on both abstinence and contraception to prevent adolescent pregnancy and sexually transmitted infections (STIs);
2. provide medically accurate, age-appropriate programming that is inclusive and culturally appropriate;
3. use best practices to replicate evidence-based effective programs or incorporate elements of effective programs that are proven to change behaviors (to include delaying sexual activity or increasing condom and contraceptive use) and promote successful healthy transitions to adulthood through the implementation of Adulthood Preparation Subjects; and
4. target youth between the ages of 10 and 19 who are at high-risk for becoming pregnant or who have special circumstances, including living in or aging out of foster care, being homeless, living with HIV/AIDS, being pregnant or a mother under 21 years of age, or residing in an area with high birth rates.

PREP PROJECT REQUIREMENTS

The overall purpose of PREP programming is to reduce pregnancy and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies. PREP projects are required to achieve behavior changes and reductions in birth rates by:

- Replicating evidence-based effective program models; or
- Substantially incorporating elements of effective programs that have been proven on the basis of scientific research to change behavior.

Programs address behaviors associated with pregnancy or sexually transmitted infections such as delaying sexual activity, increasing condom or contraceptive use, reducing the number of partners, and reducing pregnancy among youth.

Target Population

PREP efforts are dedicated to the development of comprehensive, culturally appropriate interventions and services that rely on the best available research to inform and guide practice. Grantees must serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with relatively high teen birth rates compared to all youth within the state or territory. Youth are defined as those who are 10-19 years old (Sec. 513(e)(4) of the Social Security Act, 42 U.S.C. 713), except in the case of pregnant and parenting youth, which may include youth under 21 years old. (Sec. 513(e)(a)1.c.III of the Social Security Act, 42 U.S.C 713)

FYSB recognizes additional youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances including culturally underrepresented youth populations such as Hispanic, African-American, or Native American youth, systems-involved youth, rural youth, runaway youth, out of school youth, fathers who are under 21 years of age, and youth who are at risk of being or have been trafficked. Many programs that currently serve these populations have not been rigorously evaluated and may not offer strong models for replication. Therefore, as necessary, programs are encouraged to adapt evidence-based models or elements of evidence-based models to address the unique needs of the target population. Adaptation, to the extent possible, should retain core elements of proven evidence-based or effective programs.

All grantees must consider the needs of lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth and how their programs will be inclusive of and non-stigmatizing toward such participants. Programs must be welcoming and accessible to LGBTQ youth.

Abstinence and Contraception

The program must include activities to educate youth on both abstinence and the use of contraception, and must place "substantial emphasis" on both abstinence and contraception for the prevention of pregnancy

and STIs among youth. (42 U.S.C. 713 (b)(2)(B)(iv)) The information and activities carried out under the program must be provided in the cultural context that is most appropriate for individuals in the targeted group.

Evidence-Based and Effective Programs

The law states that Personal Responsibility Education Programs are required to "replicate evidence-based effective programs or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth." (42 U.S.C. 713 (b)(2)(B)(i))

The U.S. Department of Health and Human Services (HHS) established, through a systematic review, a list of 35 program models that are considered evidence-based programs and have been found to be effective in preventing teen pregnancies or births, reducing STIs, or reducing rates of associated sexual risk behaviors (defined by sexual activity, contraceptive use, or number of partners). This list is available at http://tppevidencereview.aspe.hhs.gov/EvidencePrograms.aspx.

The programs in the systematic review vary in their structure, lessons, and content. They may not adequately meet the PREP requirements to address abstinence and contraception education. Also, some evidence-based programs may need to supplement their lessons in order to address the three adult preparation subjects they choose. Grantees should be careful in selecting from the listed programs.

Adulthood Preparation Subjects

The law also requires that at least three of the six adulthood preparation subjects be addressed in program implementation:

1. *Healthy relationships,* such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions.
2. *Adolescent development*, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
3. *Financial literacy,* such as budgeting, income, and financial planning.
4. *Parent-child communication*, such as strategies to increase parents' capacity to talk with their children about sexuality.
5. *Educational and career success,* such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity.
6. *Healthy life skills*, such as goal-setting, decision-making, negotiation, communication and interpersonal skills, and stress management.

Topics should be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the target population and the community. Additional guidance on adulthood preparation subjects is provided to PREP grantees and is available on the FYSB website at http://www.acf.hhs.gov /programs/fysb/content/programs/tpp/adult-prep-tip-sheet.pdf.

Fidelity and Adaptations

Whether intervention designs replicate an entire program or incorporate significant elements of evidence-based or effective programs, it is an established best practice to try to sustain fidelity to the original evidence-based or effective program model. When a full program model is being replicated with fidelity, adaptations to the program should generally be minimal. Any component that is added onto an evidence-based program must be appropriately integrated into the evidence-based program model and should not alter the core components of the evidence-based program model. Frequently, agencies that distribute evidence-based curricula will offer guidance on their core components and address how to ensure fidelity. They may offer checklists or other tools to assist with implementation.

If a grantee incorporates elements of effective programs, they must ensure that the elements selected meet

the PREP requirements. These added elements must improve the likelihood that interventions will fit their target populations and have positive impacts on the targeted behaviors. FYSB has previously offered guidance to PREP grantees about selecting programs that fit and adapting programs. The guidance is available as full text downloads on the FYSB website. See "Selecting an Evidence-Based Program that Fits" at http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/prep-program-fit-ts.pdf and "Making Adaptations" at http://www.acf.hhs.gov/programs/fysb/content/programs/tpp/prep-making-adaptations-ts.pdf.

In addition, many PREP programming topics are discussed as tip sheets and supported by recorded webinars. For a full listing of topics available applicants should visit: http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention.

Medical Accuracy and Age Appropriateness

Medically accurate and complete programs are verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable, or comprised of information that professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. (See 42 U.S.C. § 713(e)(2).)

The program(s) must provide medically accurate and up-to-date contraceptive information. Programs must provide age-appropriate information and activities. Topics, messages, and teaching methods must be suitable to specific age groups of youth based upon varying capacities of cognitive, emotional, and behavioral development.

Access to Healthcare and Other Services

PREP programs must provide teenage pregnancy prevention-related health care service referrals to other providers of health care services (e.g., substance abuse, including alcohol, tobacco cessation, family planning, mental health issues, and intimate partner violence). Programs should encourage the enrollment of eligible youth in assistance programs such as Medicaid and Children's Health Insurance Program (CHIP), or any other federal or state assistance program for which they may be eligible. PREP allows programs to assist youth in finding services they need and making referrals, but such health services may not be paid for with PREP funds.

PREP Performance Measures

PREP Performance Measures will be uniformly collected across all grantees as required by PREP legislation. The primary purpose of the PREP Performance Measures is to collect information from all grantees on the extent to which the PREP objectives are being met and to contribute to lessons learned from scaling up the replication of evidence-based or effective programs within local communities. PREP Performance Measures can also be used by grantees to inform program improvement efforts. FYSB will not use PREP Performance Measures to measure program effectiveness. Program effectiveness should be addressed in the program performance evaluation plan.

Performance Measures are grouped into three categories:

- Structure, cost, and support for program implementation;
- Participants' characteristics, perceptions of program experiences, and perceptions of program effects; and
- Program attendance, reach, and dosage.

FYSB will provide training on how to implement performance measure data collection and reporting.

A summary of the Competitive PREP Performance Measures can be found at http://www.prepeval.com/pdfs/PREP_Competitive_111813.pdf.

PREP Performance Measures data collection tools can be found at http://www.prepeval.com/PrepNationwide.asp.

Federal Evaluation

FYSB is conducting a federal evaluation of teen pregnancy prevention programs funded through PREP. The agency is partnering with an independent research firm, Mathematica Policy Research, Inc. (MPR), in order to conduct this evaluation. As part of this national evaluation, a small subset of PREP-funded programs will undergo rigorous impact evaluation in order to determine the effectiveness of the selected programs. All grantees will be considered for inclusion in this random assignment study design. Participation in the federal, national evaluation will provide the selected grantees with a national spotlight, giving them the opportunity to tell their story to a broad group of teen pregnancy prevention stakeholders and inform the field regarding the positive outcomes effective teen pregnancy prevention programs can have on various populations of youth. **If selected for the federal evaluation, a grantee must participate.**

POST AWARD REQUIREMENTS

The acceptance of federal funds under this FOA will signify agreement by the grantee that it will comply with the following requirements:

- Have the project fully functioning and serving youth within at least 120 days following the Notice of Award for grant.
- Have facilitators/educators formally trained in the program model or elements of the program by professionals who can provide follow-up technical assistance to facilitators.
- Submit in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested) all performance indicator data and program and financial reports in the recommended format (to be provided).
- Budget annually, the costs of sending two key staff persons to attend the 3-day national teen pregnancy prevention grantee conference in the greater Washington, DC area, and at least one 2-day topical meeting for PREP grantees. The key staff in attendance at the annual meetings must be one of the lead program staff and/or must be integrally involved in the collection of data for the national evaluation of PREP. Each meeting provides specific training for PREP Coordinators and important program requirement updates. Grantees may send more than two key staff persons to the national meeting.
- Collect all of the federally developed PREP performance measures (grantee and all partners and subcontractors).
- Participate in research or evaluation activities and a technical assistance contract that relates to this FOA.
- Participate in a grantee orientation webinar. The webinar will be held shortly after the official award date.

References

[1] Richard M. Lerner, R.M., Lerner, J.V., von Eye, A. Bowers, E.P., and Lewin-Bizan, *S.* (2011). Individual and contextual bases of thriving in adolescence: A view of the issues: Findings from the 4-H Study of Positive Youth Development. *Journal of Adolescence*, 34 (6), 1107–1114

[2]Scher, L., Maynard, R.A., & Stagner, M. (2006). Interventions intended to reduce pregnancy-related outcomes among adolescents. *Campbell Systematic Reviews*.

[3]Gavin, L. E., Catalano, R. F., David-Ferdon, C., Gloppen, K. M., & Markham, C. M. (2010). A Review of Positive Youth Development Programs That Promote Adolescent Sexual and Reproductive Health. *Journal of Adolescent Health, 46*(3, Supplement), S75-S91.

[4]Centers for Disease Control and Prevention: Adverse Childhood Experiences (ACE) Study, Major Findings http://www.cdc.gov/ace/findings.htm

II. Federal Award Information

Funding Instrument Type: Grant
Estimated Total Funding: $30,000,000
Expected Number of Awards: 25
Award Ceiling: $900,000 Per Budget Period
Award Floor: $250,000 Per Budget Period
Average Projected Award Amount: $575,000 Per Budget Period
Anticipated Project Start Date: 09/30/2015

Length of Project Periods:
36-month project with three 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Applicants must provide a budget for Year One of the project. This chart establishes award floors and ceilings by state or territory. Based on the availability of funds, multiple awards may be made in each state or territory.

State/Territory	Annual Award Floor	Annual Award Ceiling
Florida	$250,000	$900,000
Indiana	$250,000	$800,000
North Dakota	$250,000	$250,000
Texas	$250,000	$900,000
Virginia	$250,000	$900,000
Guam	$250,000	$250,000
American Samoa	$250,000	$250,000
Northern Mariana Islands	$250,000	$250,000
Marshall Islands	$250,000	$250,000
Palau	$250,000	$250,000

Applicants that propose to serve more than one territory through a consortium are allowed to submit a Year One budget based upon the cumulative annual award floors and ceilings for each of the territories to be served.

Non-competing continuation awards will be offered for the second and third budget periods of the project based on the availability of funds, satisfactory progress of the grantee, and review and approval of the continuation application.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are limited to local organizations and entities or consortia in the following states and territories: Florida, North Dakota, Texas, Virginia, Indiana, Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, and Palau. Applicants serving an emerging, unserved, or underserved population, or remote geographic area, are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged.

The following types of organization are eligible to apply:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Local and regional school districts
- Public and State controlled institutions of higher education
- Indian Tribes or Tribal Organizations
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS
- Nonprofits without 501 (c)(3) status with the IRS
- Private institutions of higher education
- For-profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses

Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant. A primary applicant must be named in the application and the application must include a Memorandum of Understanding (MOU) for each partnering organization. The primary applicant must be local to the eligible state. Collaborative groups (consortia) may propose to serve one, or more than one, eligible territory. Collaborative groups (consortia) proposing to serve an eligible state must serve only one state.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http: //www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)
All applicants must have a DUNS Number (http:// fedgov. dnb.com /webform) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.
Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* **in** *Section IV.3. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* **and** *in Section IV.3. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Additional Disqualification Factors

Applications received from organizations located in ineligible states or territories will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible state, applications from organizations that are not local to the eligible state will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible territory or a number of eligible territories, applications from organizations that are not local to the eligible territories will be disqualified from objective review and from award under this announcement.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center

c/o F2-Solutions

Attn: Competitive PREP FOA

1401 Mercantile Lane

Suite 410

Largo, MD 20774

Phone: 1-855-792-6551

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http:// www.grants.gov/web/ grants/forms/sf-424-family.html. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the

organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* **limitation(s) do not include SFs and OMB-approved forms.**

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s)

removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description - The project description is limited to **60 pages** and must include the following:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity
7. Logic Model
8. Line Item Budget and Budget Justification

Appendices - The appendices are limited to **40 pages** and must include the following:

1. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
2. Third-party agreements/Memorandum of Understanding (MOUs)
3. Letters of Support
4. Certifications and Assurances
5. Proof of Legal Status (if applicable)
6. Indirect Cost Rate Letter (if applicable)

7. PREP Assurances

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support" . Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at https://www.acf.hhs.gov/ grants/howto#chapter-7 under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for

a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see [http://www.grants.gov./web/grants/support/technical-support/troubleshooting/ restricting-special-characters.html](http://www.grants.gov./web/grants/support/technical-support/troubleshooting/restricting-special-characters.html)

Use only file formats supported by ACF It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.
ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be

reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http://www.grants.gov/web/ grants/forms/sf-424- family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Required PREP Assurances	Print and sign the assurances and submit it as an attachment to the application.	Required for all applications. The format is available in the *Appendix* section of this announcement.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http:// www.hhs .gov/ ohrp/ assurances/ forms/index .html. General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp @csophs .dhhs.gov) or by phone (240-453-6900).
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than $5,000,000 in federal funding for the first budget year of a multi-year project; or for grantees receiving more than $5,000,000 in federal funding for a one-year (12 months) project period; or for grantees receiving more than $5,000,000 in federal funding for a multi-year project to be fully funded.	Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H). This requirement remains in effect: Sec. 518. None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than $5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns

| | | required during the 3 years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Accordingly, if applicants request more than $5 million in Federal funds for the first budget year of a multi-year project to be funded in FY 2015, or as a multi-year project to be fully funded in FY 2015, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award. |
|---|---|---|
| DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration. | A DUNS number is required of all applicants.

To obtain a DUNS number, go to http://fedgov.dnb.com/ webform.

Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.

SAM registration is available at http://www.sam.gov. | A DUNS number and SAM registration are eligibility requirements for all applicants.

See *Section III.3. Other* for information on obtaining DUNS number at

http://fedgov.dnb.com/ webform and registration at SAM.gov at http ://www.sam.gov. |

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract
Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

 Please place the following at the top of the abstract:
- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description.* If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

The outcomes proposed should address the overall expectation to serve high-risk and/or vulnerable youth through a comprehensive teen pregnancy prevention program that includes the incorporation of at least three adulthood preparation subjects.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must address the following PREP implementation requirements:

Applicants must provide a detailed plan for addressing PREP requirements. The plan must describe the approach the applicant proposes to take for the entire 36-month project period. The description of the proposed project must include, at a minimum, but is not limited to, the following elements:

- Identification of the lead entity that will be responsible for administering the grant. If a consortia or collaborative is being proposed, the applicant should include in detail the roles and responsibility of each project partner, as well as a logic model depicting the subset of their activities, objectives, and goals in alignment with the overall project model.
- Identification of their agency's governance structure (e.g., Board of Directors, Board of Trustees) that oversees the activities of the organization (i.e., governing to establish mission and policy, acting as trustees of their organization's assets, and ensuring effective accountability to stakeholders).
- Identification of the target population and a description of the rationale for selecting the target population, as well as a realistic estimate of the overall number of program(s) participants expected to participate in each year of the project. Break out the types of participants by age groups, specifically ages 10 to 14 and 15 to 19, and by race and ethnicity.
- A description of how the program will be culturally responsive to the target population(s).
- A description of how the proposed approach will be accessible and inclusive of LGBTQ youth.

- A description of the rationale for choosing the evidence-based or effective model proposed for replication, or substantially incorporating elements of effective programs that have been proven on the basis of rigorous scientific research. If the program model selected is not part of the list of programs found to be effective by HHS, applicants must also provide the data demonstrating evidence of effectiveness of the program proposed.
- A plan for how the project will emphasize abstinence and contraception for the prevention of pregnancy and STIs.
- A plan for how the intervention will be implemented with fidelity to include consistent fidelity monitoring of program implementation.
- If applicable, a description of any proposed adaptations and the rationale for the adaptations. Include an explanation of why the adaptations do not unduly alter the core components of the evidence-based program model or elements of those models.
- Identification of at least three adulthood preparation subjects that will be incorporated into the program, and the plan for incorporation of the selected adulthood preparation subjects as addressed in *Section I. Program Description, PREP Project Requirements, Adulthood Preparation Subjects.*
- The range of mechanisms that will be used to deliver services and the actual services themselves (i.e., school-based programs, clinic-based programs, and/or youth development programs). The description should include information about how referrals will be made to other health services and programs, when appropriate.
- A plan to deliver services that are medically accurate, age appropriate, and voluntary.
- Identification of the methods utilized that will ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators/educators.
- Identification of strategies that will be used to effectively recruit and retain youth participants.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe

any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

All applicants should include in their evaluation plans how they will measure the effectiveness of the proposed program.

Capacity to Support a Random Assignment Study Design as Part of an Impact Evaluation

All applicants must provide a narrative that addresses the following regarding random assignment designs:

1. Capacity to ensure a sizeable study sample size of participants (including both program and control group members) over 2 years of program activity.
2. Ability to randomly assign individuals (or schools, clinics, group homes, etc.) to either receive PREP-funded services or receive "services-as-usual" over a 2-year period.
3. A strong contrast between the services to be received by program participants and "services-as-usual" participants.

This information will be used to assess applicants' proposed project for inclusion in the federal evaluation**.** For more information please see *Section I. Program Description, PREP Project Requirements, Federal Evaluation.* **It is not a requirement that applicants have the capacity to support a random assignment impact evaluation.**

In addition, all applicants must describe their capacity to collect and report PREP Performance Measures as outlined in *Section VI.3. Reporting*. Applicants must affirm the agreement of their organization and all subawardees or partners implementing PREP to collect information related to the federally developed performance measures and report these data to FYSB.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated and Further Continuing Appropriations Act, 2015 (Pub.L. 113-235), enacted December 16,2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $183,300. Please see [http:// www.opm.gov/ policy-data-oversight/ pay-leave/salaries -wages/ 2015/ executive -senior- level](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Section I. Program Description, Post Award Requirements lists items that the applicant should include as part of the budget (i.e., the cost of sending staff to the annual conference and topical training(s) and any costs related to the collection of the PREP Performance Measures).

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the

equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost

rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/web/grants/applicants/apply-for-grants.html.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application

package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,

- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6*. of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times
Due Date for Applications: **05/05/2015**
Explanation of Due Dates
The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions
Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant ongoing or usual activities of any organization involved in the project.

The following restrictions from Title V of the Social Security Act Section 513 apply:

Section 513(d)(2) provides that the following provisions of Title V of the Social Security Act shall apply to allotments and grants made under Section 513 to the same extent and in the same manner as such provisions apply to allotments made under section 502(c) of the Social Security Act (42 U.S.C. 702(c)):

(i) Section 504(b)(6) of this title (relating to prohibition on payments to excluded individuals and entities). (42 U.S.C. 704(b)(6))

(ii) Section 504(c) of this title (relating to the use of funds for the purchase of technical assistance). (42 U.S.C. 704(c))

(iii) Section 504(d) of this title (relating to a limitation on administrative expenditures). (42 U.S.C. 704(d))

(iv) Section 506 of this title (relating to reports and audits). (42 U.S.C. 706, but only to the extent determined by the Secretary to be appropriate for grants made under this section.)

(v) Section 507 of this title (relating to penalties for false statements). (42 U.S.C. 707)

(vi) Section 508 of this title (relating to nondiscrimination). (42 U.S.C. 708)

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail
FYSB Operations Center
c/o F2-Solutions
Attn: Competitive PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery
FYSB Operations Center
c/o F2-Solutions
Attn: Competitive PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Electronic Submission
See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.3.* Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives, Outcomes and Need for Assistance	Maximum Points: 23

In reviewing the objectives, outcomes, and need for assistance, reviewers will consider the extent to which:

1. The applicant describes a clear need for the proposed project, including relevant teen pregnancy and/or birth data, and a clear plan for how the project will address those needs. 4 *points*
2. The applicant provides a description of the objectives of the project that align with the overall objectives of PREP (see *Section I. Program Description, Overall Objectives of PREP Programs). 4 points*
3. The applicant clearly identifies the jurisdictions that will be targeted and provides data to support the selection of service area(s). *3 points*
4. The application clearly identifies and justifies the target population to be served under the proposed project, including an estimate of overall program participants expected to participate in each year of the project. *4 points*
5. The applicant breaks out types of participants by age groups, race, and ethnicity (see *Section I. Program Description, Overall Objectives of PREP Programs). 2 points*
6. The applicant identifies the outcomes expected for the proposed project. *3 points*
7. The applicant includes a logic model that demonstrates a sound relationship between planned project activities and intended outcomes and outputs (see *Section IV.2. Logic Model*). *3 points*

Approach	Maximum Points: 42

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates. *4 points*
2. The applicant provides a clear rationale for selection of an evidence-based or effective teen pregnancy prevention model. If a model is proposed that has not been found by HHS to have evidence of effectiveness, the applicant provides data demonstrating evidence of effectiveness (see *Section I. Program Description, Evidence-Based and Effective Programs)*. *4 points*
3. The applicant demonstrates that its proposed project emphasizes both abstinence and contraception. *4 points*
4. The applicant provides a clear rationale for the selection of at least three adulthood preparation subjects and a plan for the incorporation of the adulthood preparation subjects (see *Section I. Program Description, Adulthood Preparation Subjects)*. *4 points*
5. The applicant describes how the proposed project will be implemented with fidelity, and if adaptations are planned, a clear rationale for the proposed adaptations (see *Section I. Program Description, Fidelity and Adaptations)*. *4 points*
6. The applicant describes how the proposed approach will be culturally and linguistically responsive to the target population. *4 points*
7. The applicant describes how the proposed approach will be accessible and inclusive of LGBTQ youth. *2 points*
8. The applicant describes the mechanisms that will be used to deliver services (i.e., school-based programs, community-based programs, youth development programs). *2 points*
9. The applicant provides a plan to ensure that information and resources delivered are medically accurate, age appropriate, and voluntary. *5 points*
10. The applicant describes a plan for ensuring that facilitators/educators will be trained in program models by professionals who can provide follow-up technical assistance. *3 points*
11. The applicant identifies strategies that will be used to effectively recruit and retain program participants. *2 points*
12. The applicant provides a plan for sustainability that details how the proposed project will create self-sufficiency to ensure that the project will continue after federal assistance has ended (see *Section IV.2 Content and Form of Application Submission, Project Sustainability Plan). 2 points*
13. The applicant describes a plan for incorporating a positive youth development approach that: a) targets risk and protective factors in the lives of youth, and b) addresses the trauma needs of participants (see *Section I. Program Description, Promoting Healthy Transitions to Adulthood Through Positive Youth Development). 2 points*

Evaluation	**Maximum Points: 12**

In reviewing the evaluation, reviewers will consider the extent to which:

1. The applicant indicates willingness and agreement for their organization and all partners and subcontractors to collect and report all information related to the federally developed performance measures (see *Section I. Program Description, PREP Performance Measures). 3 points*
2. The applicant demonstrates capacity to collect the federally developed performance measure data. *3 points*
3. The applicant clearly describes the methods that will be used to determine if the project results are being achieved. *3 points*
4. The applicant describes how the data collected will be used to engage in continuous quality improvement of the PREP program. *3 points*

Organizational Profile	**Maximum Points: 18**

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The application describes relevant experience and expertise providing teen pregnancy, STI, or HIV/AIDS prevention services of the lead entity and any partner organizations. *4 points*
2. The applicant documents an organizational executive leadership and staffing structure that will support full program implementation within 120 days of grant award. *2 points*
3. The applicant describes how the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume or curriculum vitae) to implement and manage a teen pregnancy prevention project effectively. *2 points*
4. The applicant includes a complete organizational chart and a Board of Directors or governance structure list. 2 *points*
5. The applicant describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including partners, consultants, and/or subcontractors. *2 points*
6. If a consortium or partners are proposed, the application includes a partnership agreement for each project entity. *2 points*
7. The applicant describes how the effective management and coordination of activities by any partners, subcontractors, contractors and subcontractors, and consultants (if applicable) will be ensured. *2 points*
8. The applicant describes how its fiscal and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA. *2 points*

Budget and Budget Justification	**Maximum Points: 5**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. A detailed line-item budget and budget justification of project costs are included (see *Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification*). *1 point*
2. The budget demonstrates how cost estimates were derived. Calculations should include estimation of methods, quantities, and unit costs. *2 points*
3. The budget justification is feasible for the proposed approach, reasonable, and appropriate for the proposed approach. *2 points*

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Awards will be made by September 29, 2015. Unsuccessful applicants will be notified in writing after the final awards have been made.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be

reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at http://www.gpo.gov.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)_Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hh s.gov/ partner ships /about/r egulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/ partnerships/ index.html and at the https://www.acf.hhs.gov /progra ms/ocs /resource/capacity- building- toolkits-for- faith-based-and -community- organizations.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov / grants/ award-term- and- condition -for-trafficking- in-persons. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at http://www.gpo.gov /fdsys /pkg/ CFR-2001-title45-vol1/content-detail.html.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.s am.gov/, although checking the EPLS is not required. More information is available at https://w ww.acf.hhs.gov/ grants-forms.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and

points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.go v/ grants/ discretionary-competitive-grants.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at http://www.acf.hhs.gov/submit-a-foia-request.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination. www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at https://www.acf.hhs.gov/ grants-forms

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will

not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at http://www.whitehouse.gov/omb/ grants_forms.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants.

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of $5,000 or more, and residual supplies with an aggregate fair market value exceeding $5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at http:// www.whitehouse.gov/ omb/ grants_forms.

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumberance Request (SF-429C, Attachment C). The forms are available at http:// www.whitehouse.gov/ omb/ grants_forms.

PREP Performance Measures

All grantees are required to collect PREP Performance Measures. Please see *Section I. Program Description, PREP Project Requirements, PREP Performance Measures* for additional information.

As required by the Paperwork Reduction Act, 44 U.S.C. §§3501-3520, the public reporting burden for the Competitive PREP Performance Measurement information collection is estimated to average 19 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Competitive PREP information collection is approved under OMB control number 0970-0398 which expires 11/30/2017. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

VII. Agency Contacts

Program Office Contact

Itege Bailey
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
1250 Maryland Ave., SW
Washington, DC 20024
Phone: (202) 205-1723
Email: Itege.Bailey@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW
6th Floor East
Washington, DC 20447
Phone: (202) 401-5127
Email: Katrina.Morgan@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.gpo.gov/fdsys/.

The *Federal Register* https://www.federalregister.gov/.

United States Code (U.S.C.) http://www.gpo.gov/fdsys/.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* **Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15!** *See Section IV.2. Formatting ACF*

	Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	*Formatting ACF Applications.*
Required PREP Assurances	Format is available in the *Appendices* section of this announcement.	Submission is required for all applicants by the application due date. Print and sign the assurances format and submit it as an attachment to the application.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Project Sustainability Plan	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section III.3. Other* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http ://www.sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. For electronic application	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and*

	submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	*Times.*
	Also available at http://www.grants.gov/web/ grants/ forms.html	
	by using the link to "SF-424 Family."	
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. Additional information and necessary forms are available at	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.
	http://www.hhs.gov/ ohrp/ assurances/ forms/ index.html.	
	For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."	
	The form is also available at http:// www. grants. gov/ web/ grants /forms.html	
	by using the link to "SF-424 Family."	
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
	For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."	

	The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web / grants/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
Certification of Filing and Payment of Federal Taxes	Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement. The Certification may be found in the application instructions that are available with the downloaded electronic application package at Grants.gov.	If applicable to the applicant, it must be submitted prior to the award of a grant.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grant s/ forms.html by	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

	using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants .gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity.*	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times.* If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.3.* If not available at the time of application submission,

		due by the time of award.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb /grants_spoc/ as indicated in *Section IV.4. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Logic Model	Referenced in *Section IV.2. The Project Description*.	Submission is due with the application package by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.

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ASSURANCES

Personal Responsibility Education Program (PREP) Competitive Grants

under the Affordable Care Act (ACA)

HHS-2015-ACF-ACYF-AK-0984

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All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov *. See Section IV.2. Formatting for more information on submission of this document.*

As the Authorized Organizational Representative (AOR) signing this application on behalf of

[*Insert full, formal name of applicant organization*]

I hereby attest and certify that:

(1) All medical materials proposed in this application and funded during the project period of this grant are medically accurate.

(2) Our organization has complied with all the PREP requirements as outlined in this FOA in preparing and submitting the PREP application.

(3) Our organization and any partners and subcontractors will collect and report the full set of PREP Performance Measures.

(4) Expenditure of non-federal funds for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is equal to or greater than the amount they expended for such programs or initiatives for fiscal year 2009 as outlined in Section 513(a)(5) of the Social Security Act, which provides 'that no payment shall be made to a State from the allotment determined for the State under this subsection or to a local organization or entity awarded a grant under paragraph (4), if the expenditure of non-federal funds by the State, organization, or entity for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is less than the amount expended by the State, organization, or entity for such programs or initiatives for fiscal year 2009.'

(5) If selected, our organization and any partners agree to participate in a rigorous federal evaluation.

(6) Staff, while carrying out programs supported by this project, will not discriminate on the basis of sexual orientation or gender identity.

(7) Our organization and all partners and subcontractors:

- Have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Will enforce these policies;
- Will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: